

**Professional Development Staff
Training Courses**

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* These courses have a pre-determined audience where nominations are not requested. If you feel that you should attend a particular pre-selected course, please notify your supervisor and area Training Coordinator, listed on the first page of the catalog.

NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Professional Development Staff cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the PDS Training Coordinators.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that PDS be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

<i>Veterinary Services Careers Program (VSCP)</i>				
Location	Orientation, Part B will be held in Riverdale, MD. The other courses will be held at various locations throughout the United States (see below).			
Course Purpose	The Veterinary Services Careers Program (VSCP) is known to be an intensive orientation program for new Veterinary Medical Officers (VMO) and Animal Health Technicians (AHT). A new program is now open to Administrative Support Assistants (ASA). This will expand the program into a multi-level training module, or tracks.			
	The Program begins with a two-part orientation. The first of which, Part A, is a web-based training course and is a prerequisite to the classroom orientation, Part B. In addition to the Orientation Parts A and B, there are core courses listed below:			
	<u>Course</u>	<u>Location</u>	<u>Date</u>	<u>Track</u>
	1. Orientation, Part B	Riverdale, MD	December 2 – 9, 2003	I & II
	2. Program Diseases	On-line	TBD	I & II
	3. Emerging Issues in Agriculture	Raleigh, NC	February 10 – 11, 2004	I & II
	4. Basic Epidemiology	Ft. Collins, CO	March 9 – 18, 2004	II
		Ft. Collins, CO	June 8 – 17, 2004	
	5. FAD Awareness	On-Line	TBD	I & II
	6. Communication and Manage Up Modules	Ft. Collins, CO	March 15 - 19, 2004	I
7. Introduction to Administrative Processes	Minneapolis, MN	May 2004	I	
	For those hired through the VSCP, a learning contract, which includes electives and a rotational assignment, is also required.			
Target Audience	Veterinary Medical Officers with no more than one year of experience and Animal Health Technicians with no more than three years of experience.			
	Administrative Support Assistants who were employed by VS as of January 2001.			
Cost	For those accepted, costs will be paid by the Professional Development Staff.			
Contact	Ms. Janet Marcella, VS/PDS, (301) 734-0007 or Dr. Jason Baldwin, VS/PDS, (301) 734-5588			
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. Selections will be prioritized by the Regional Office and submitted to the Professional Development Staff.			

Veterinary Services Careers Program (VSCP)

Course Descriptions

1. **Distance learning, using a CD-ROM,** contains material that is informative about the U.S. Government, the U.S. Department of Agriculture (USDA), the Animal and Plant Health Inspection Service (APHIS) and its organizational units and programs, including Veterinary Services (VS). This CD-ROM is Part A of the VSCP Orientation.
2. **Core classroom training for VMOs and AHTs:** *Five classroom courses* comprise the *core curriculum*.
 - a. **Orientation, Part B:** In this session participants will apply the information gained through the CD-ROM instruction in a series of interactive activities surrounding the VS strategic goals. Participants will also meet and engage in discussion with those in key positions, using the knowledge of APHIS, VS, and its mission, strategic goals, and objectives, which participants have gained through their study of the CD-ROM.
 - b. **Program Diseases:** This course provides an overview of the major VS disease eradication and control programs, such as those for TB, brucellosis, pseudorabies, scrapie, and Johne's disease. Equine and poultry disease initiatives will also be addressed. Discussions about the various regulated industries, including their roles and perspectives, may be included. Participants will also be introduced to the National Veterinary Services Laboratories (NVSL), the Center for Veterinary Biologics (CVB), and the Agricultural Research Service National Animal Disease Center.
 - c. **Emerging Issues:** This course addresses new or emerging diseases, such as West Nile Virus; wildlife disease transmission; APHIS services to new animal industries, such as aquaculture, farmed elk, or bison; dealing with the threat of deliberate disease introduction; and future trends. Participants will also be introduced to the Eastern Regional Office, one of the two APHIS regional "hubs", and meet staff members.
 - d. **Basic Epidemiology:** This course uses a problem-based approach to teach the fundamentals of epidemiology. During this period, participants will also be introduced to the Centers for Epidemiology and Animal Health (CEAH).
 - e. **Foreign Animal Disease Awareness:** This course addresses major foreign animal disease threats to the U.S., including their history and etiology; effects on animal and human health; economical and political influences and impact; current status; preventive programs; and the critical role of APHIS, the States, Industry, and Public Health Officials.
3. **Core classroom training for ASAs:**
 - a. **Communication and Manage up Modules:** This course is designed to develop the Administrative Support Assistant (ASA) to meet increasing customer demands and enhance career marketability. The participant will develop technical, interpersonal, and communication skills needed to improve self-confidence and help create team building opportunities.
 - b. **Introduction to Administrative Procedures:** This course introduces administrative processes and procedures, such as accounting, payments, accounts receivable, travel, personal property and motor vehicles, employee and tort claims, realty, worker's compensation, procurement, security clearances, leave and compensation, and staffing.

<i>Johne's Disease Coordinator's Training</i>		<i>April 20 – 21, 2004</i> <i>July 27 – 28, 2004</i>	
Location	April session – Madison, Wisconsin August session – Columbus, Ohio		
Course Purpose	The training provides Veterinary Medical Officers with the information and tools needed to collaborate with the industry in designing Johne's control programs. Emphasis is placed on the practical application of risk assessments in developing a Johne's Disease herd management plan. Participants have the opportunity to practice skills in real or simulated (video-taped) farm visits. Topics of discussion include Johne's Disease pathogenesis and epidemiology; available diagnostic test/procedures and interpretation of results; regulatory issues; voluntary programs; and public health concerns.		
Target Audience	Federal and State VMOs who are, or will be, involved in Johne's Disease program activities		
Time Requirements	<ul style="list-style-type: none">◆ 4 – 6 hours of online pre-course, self-paced study◆ 2 days of onsite training that includes:<ul style="list-style-type: none">• 2 four-hour periods of instruction and group discussions• 2 four-hour periods of farm visits and group presentations		
Cost	Travel costs only		
Contact	Mr. Raymond Francis, VS/PDS, (301) 734-0023		
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.		
Nomination Deadline	To the Regional Office:	February 20, 2004 {April session} May 6, 2004 {July session}	
	To VS/PDS:	February 27, 2004 {April session} May 13, 2004 {July session}	

<i>Basic Brucellosis Epidemiology</i>		<i>May 11 - 13, 2004</i>	
Location	NVSL, Ames, Iowa		
Course Purpose	The purpose of this course is to train state or federal regulatory veterinarians in the principles of the brucellosis eradication program, including the organism, the disease, the epidemiology, the vaccines, etc.		
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine Brucellosis Eradication Program		
Time Requirements	3 days		
Cost	Travel costs only		
Contact	Dr. Jason Baldwin, VS/PDS, (301) 734-5588		
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.		
Nomination Deadline	To the Regional Office:	March 12, 2004	
	To VS/PDS:	March 15, 2004	

<i>FAD in Wildlife</i>		<i>May 11 – 13, 2004</i>	
Location	Athens, Georgia		
Course Purpose	To familiarize participants with foreign and emerging animal diseases in wildlife and their implications.		
Target Audience	Foreign Animal Disease Diagnosticians and Wildlife Biologists		
Time Requirements	3 days		
Cost	Travel costs only		
Contact	Dr. Mary Ann McBride, VS/PDS, (919) 716-5542		
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.		
Nomination Deadline	To the Regional Office:	February 19, 2004	
	To VS/PDS:	February 26, 2004	

Personal Protection Equipment Training (PPE200)		June 22 - 24, 2004
Location	Kansas City, Kansas	
Course Purpose	<p>Personal Protective Equipment Training (PPE200 Series) is a skills-based course that provides employees with hands-on experience in wearing and working in PPE. The training focuses on how to properly select, use, and decontaminate/dispose required Personal Protective Equipment (PPE) to perform investigation and disease outbreak control and eradication tasks in accordance with the APHIS Safety Manual and other guidelines.</p> <p>Other PPE courses:</p> <ol style="list-style-type: none"> 1. PPE Online Training Course (PPE100 Series) – This course will be available in April 2004 using APHIS' new web-based learning management system (Agency Readiness Center). The online training course is comprised of several lessons that collectively provide information about the types and uses of PPE and how to properly wear and maintain PPE to ensure worker health and safety. 2. PPE for Early Responders Training Course (PPE 300) - This focuses on how to respond to an animal disease emergency that is known to exist, from initial investigation to case closeout. The course is specially designed for experienced Federal and State veterinarians who would be assigned to plan and manage, as well as to perform, emergency response activities as an early responder or a member of an Incident Command staff. 	
Target Audience	<p>Federal and State FADDs and AHTs who perform routine and non-routine site investigations (i.e., for a suspected foreign animal disease/emerging disease incident), as well as other personnel involved in an incident command system response to an animal disease emergency. To attend this course, participants must::</p> <ol style="list-style-type: none"> 1. Meet medical and physical requirements in accordance with OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, and submit proof of successful completion of a medical and physical examination before the course begins. 2. Complete the PPE Online Training Course– PPE100 Series (available April 2004). 	
Time Requirements	<ul style="list-style-type: none"> ◆ 4 – 6 hours of online pre-course, self-paced study (PPE and Biosecurity Lessons) ◆ 12 hours of onsite training 	
Cost	Travel costs only	
Contact	Mr. Raymond Francis, VS/PDS, (301) 734-0023	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.	
Nomination Deadline	<p>To the Regional Office: April 1 2004 {June course}</p> <p>To VS/PDS: April 8, 2004 {June course}</p>	

<i>Animal Identification Coordinator's Workshop (Eastern & Western Regions)</i> <i>June 8 - 10, 2004</i>	
Location	Kansas City, Missouri
Course Purpose	This workshop introduces new animal identification concepts and provides current information resources relevant to animal identification initiatives needed to support VS programs. The training addresses significant new issues, trends, and developments affecting VS programs and the implementation strategies designed to achieve program goals. The training serves as an open forum in which Animal Identification Coordinators can network to share successes and challenges..
Target Audience	Animal Identification Coordinators (AICs)
Time Requirements	3 days
Cost	Travel costs only
Contact	Mr. Raymond Francis, VS/PDS, (301) 734-0023
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.
Nomination Deadline	<div>To the Regional Office: March 25, 2004</div> <div>To VS/PDS: April 1, 2004</div>

<i>Basic Tuberculosis Epidemiology</i>		<i>July 13 - 15, 2004</i>	
Location	NVSL, Ames, Iowa		
Course Purpose	Upon course completion, the participant will fulfill the requirements and responsibilities involved in the Federal-State Bovine Tuberculosis (TB) Eradication Program and the TB Eradication Program in Cervidae. The course provides information on TB pathology, immunology, testing, epidemiology, and surveillance. Current Program status and strategic goals, as well as issues such as TB in wildlife will also be addressed. The participant will gain skills in TB testing (comparative cervical tuberculin), interpretation of herd testing results, epidemiological investigations, and slaughter surveillance.		
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine TB Eradication Program.		
Time Requirements	3 days		
Cost	Travel costs only		
Contact	Mr. Michel Dixon, VS/PDS, (301) 734-4872		
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.		
Nomination Deadline	To the Regional Office:	April 22, 2004	
	To VS/PDS:	April 29, 2004	

Laboratory Biosafety		<i>Canceled for FY2004</i>
Location	Atlanta, Georgia	
Course Purpose	This training will provide information on biosafety principles and proper facility procedures. Participants will have the opportunity to practice inspection procedures. Participants will also be equipped with the information and skills needed to effectively and consistently perform laboratory inspections for biosafety levels 2 and 3 certification.	
Target Audience	VMOs and others who are, or will be, performing these inspections	
Time Requirements		
Cost	Travel costs only	
Contact	Mr. John Coakley, VS/PDS, (631) 323-3344	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NCIE.	
Nomination Deadline	N/A	

<i>9th Annual Emergency Preparedness Satellite Seminar</i>		<i>September 16, 2004</i>
Location	Downlinked locally	
Course Purpose	This broadcasted seminar will provide USDA personnel with the latest information from the Emergency Programs organization of Veterinary Services.	
Target Audience	Foreign Animal Disease Diagnosticians, Emergency First Responders, and anyone with an interest in the subject matter	
Cost	N/A	
Contact	Mr. Edward Oliver, VS/PDS, (970) 494-7219	
Nominations	N/A	
Nomination Deadline	Check the APHIS/VS/PDS training web site, www.aphis.usda.gov/vs/training/ , to register your site, obtain the download satellite coordinates, and to receive other pertinent information.	

Pre-Determined Participant Courses Offered by the Professional Development Staff (PDS)*

Training Course	Dates of Training	Location
Area Emergency Coordinators' Training and Work Conference	October 9 – 10, 2003 TBD	San Diego, CA Riverdale, MD
FAD Pathologists Course	November 4 – 6, 2003	Plum Island, NY
Swine Health Protection Program	November 4 – 6, 2003	San Juan, Puerto Rico
EC Regulations 1774/2002 Net Conference	November 19 – 21, 2003	Riverdale, MD
Designated Brucellosis Epidemiology	December 9 – 11, 2003	Ames, IA
Designated Tuberculosis Epidemiology	January 21 – 22, 2004	Ames, IA
Poultry FAD School	March 29 – April 1, 2004	Ames, IA
Designated Transmissible Spongiform Encephalopathy (TSE) Epidemiology	April 27 – 29, 2004	Ames, IA
Smith-Kilborne Program	June 2 – 7, 2004	Plum Island, NY
Designated Brucellosis Epidemiology	<i>Canceled</i>	Ames, IA
Agriculture Emergency Responder Training (AgERT)	September 8 – 10, 2004	Anniston, AL

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NOMINATION REQUEST

COURSE TITLE:

DATE OF THE COURSE:

PLEASE PRINT CLEARLY

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

(Dr. Mr. or Ms.) Name		Social Security Number
mailing address (street, city, state, and zip code)		
phone number	fax number	e-mail address

2. Job Title: _____
3. Participants Official Duty Station: _____
4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):
- No. of days for per diem: _____
- POV (need # of miles round trip): _____
- Miscellaneous expenses (round trip estimates): _____
{ shuttle, parking, taxi, etc. }
- Common carrier fare: _____
- Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____
- GOV (Check if this mode of transportation will be used): _____
- Car Rental: _____
5. Method of Transportation: _____
6. Please check the following if it pertains to you. Are you a ☐ FADD, ☐ DBE, or ☐ DTBE
7. Supervisor's signature for approval: _____
- | | |
|------------------|-------------------|
| Signature | Print Name |
|------------------|-------------------|
8. Director's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.

To assure accurate completion of data for the APHIS Travel Plan, please indicate all aspects of your trip, such as combining personal travel with business, or driving rather than flying, etc.